

DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
STATE OF LOUISIANA

JEFF M. LANDRY
GOVERNOR



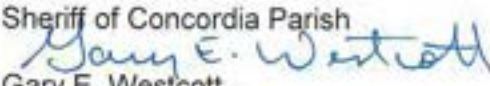
GARY E. WESTCOTT
SECRETARY

A handwritten signature in blue ink, appearing to read "G. Westcott".

September 24, 2024

MEMORANDUM

TO: The Honorable David Hedrick
Sheriff of Concordia Parish

FROM: 
Gary E. Westcott
Secretary

RE: "Basic Jail Guidelines" Monitoring Report

This is to advise that pursuant to the attached monitoring report concerning Concordia Parish Jail, DPS&C is granting a waiver of the recertification process.

Congratulations to you and your staff for this accomplishment and thank you for the hard work and dedication that are necessary to achieve this goal.

GEW/mk

Attachment

c: Mike Ranatza, Executive Director, Louisiana Sheriffs' Association
Michael Brescher, Warden, Concordia Parish Jail
Seth Smith, Chief of Operations
Marcus Myers, Warden, RLCC
Chad Firmin, BJG Team Leader

State of Louisiana



Office of the Secretary

Department of Public Safety and Corrections

By the authority vested in me, under Chapter 9, Title 36 of the Louisiana Revised Statutes,
I, Gary E. Westcott, Secretary, do hereby recognize

Concordia Parish Jail

in acknowledgement of

Participation with the Basic Jail Guidelines Process

Therefore, I have hereunto set my hand and caused to be affixed the seal of the

Department of Public Safety and Corrections, at the City of Baton Rouge,

this 4th day of October

in the year of our Lord 2024

Attest:

Gary E. Westcott
Secretary





BASIC JAIL GUIDELINES MONITORING REPORT

Recert with Waiver

Ver. 11/28/2023 mwk

Facility Name: Concordia Parish Jail
BJG Team Leader & Monitors: Colonel Chad Firmin
Facility Warden & Email Address: Warden Michael Brescher mbrescher@concordiasheriff.org
Facility Staff: Tiffany Brescher tbrescher@concordiasheriff.org
BJG Inspection Date: August 30, 2024
Previous BJG Inspection Date: June 23, 2023
Operational Capacity: 48
Count on the Day of Visit: 27

List Concerns or Issues from the previous BJG Monitoring Inspection: None
Count on the Day of Visit:

	# MALE	# FEMALE	TOTAL
Number of DOC Inmates	4	17	21
Number of Local Inmates	0	6	6
Number of Out of State Inmates	0	0	0
Number of Federal Inmates	0	0	0
Number of ICE Detainees	0	0	0
TOTAL	4	23	27

Number of DOC Inmates that are:

Single Bunked _____ **4**
Double Bunked _____ **16**
Triple Bunked _____ **0**
Total _____ **20**

Number of DOC Inmates that are in Restricted Housing:

Single Bunked _____ **1**
Double Bunked _____ **0**
Triple Bunked _____ **0**
Total _____ **1**

ASSAULTS: (Please list monthly since the previous BJG monitoring visit.)

Month/Year	Inmate/Inmate	Inmate/Inmate w/ Significate Injury	Inmate/Staff	Inmate/Staff w/ Significate Injury
July 2023	0	0	0	0
August 2023	0	0	0	0
September 2023	0	0	0	0
October 2023	0	0	0	0
November 2023	0	0	0	0
December 2023	0	0	0	0
January 2024	0	0	0	0
February 2024	0	0	0	0
March 2024	0	0	0	0
April 2024	0	0	0	0
May 2024	0	0	0	0
June 2024	0	0	0	0
July 2024	0	0	0	0

SEIZURE FINDINGS: (Please list monthly since the previous BJG monitoring visit.)

Month/Year	Illicit Substance	Alcohol	Weapon	Cell Phone	Other
July 2023	0	0	0	0	0
August 2023	0	0	0	0	0
September 2023	0	0	0	0	0
October 2023	0	0	0	0	0
November 2023	0	0	0	0	0
December 2023	0	0	0	0	0
January 2024	0	0	0	0	0
February 2024	0	0	0	0	0
March 2024	0	0	0	0	0
April 2024	0	0	0	0	0
May 2024	0	0	0	0	0
June 2024	0	0	0	0	0
July 2024	0	0	0	0	0

GENERAL APPEARANCE, CLEANLINESS, AND COMMENTS OF THE FACILITY**Living Area**

- **Dorms** – The inmate living areas are clean and inmate personal belongings are stored properly. Beds have mattresses and blankets.
- **Cell Block-** The cells are clean. The cells have a lot of drawings and writing all over the walls throughout the jail.

Culinary/Dining: The jail does not have a kitchen or dining hall. The food is prepared at Concordia Correctional facility and delivered to the jail for all meals.

Bathrooms: Bathrooms are clean and in working condition. There is adequate hot water available for inmate and employee use. Hot water temperatures are checked. Inmates have access to bathrooms without staff assistance. There is some peeling paint in the showers and ceilings above showers that is noted on DHH inspection report.

Yard Areas: Yard area is clean. There is a fenced in area located behind the facility. Inmates have access to yard daily.

Maintenance: The maintenance building is located on the grounds but in a separate building behind the jail. There are very few tools at the shop. Tools are inventory signed in and out and kept in a locked room. Maintenance is done by the Police Jury and is not located at the jail.

REVIEW AND COMMENT ON THE FOLLOWING BASIC JAIL GUIDELINES: (Compliant or Non-Compliant)

- I-A-001 Safety/Sanitation/Inspections (MANDATORY):** Compliant - safety and sanitation inspections being done of the facility. F/M inspection was done on 8/20/24, DHH inspection was done on 5/21/24.
- I-C-001 Emergency Plan (MANDATORY):** Compliant - Emergency plan in place. The plan has been sent to the FM office for approval.
- I-C-003 Fire Safety/Code Conformance (MANDATORY):** Compliant - The facility complies with FM requirements and safety codes and requirements.
- II-A-006 Staff Log (MANDATORY):** Compliant - The staff logs are kept on the computer at the jail.
- II-A-007 Counts (MANDATORY):** Compliant
- How many formal counts are conducted each shift? Minimum 2 counts per shift
 - How many counts are conducted each day? Minimum 4 counts per day
 - **Stickouts counts**
 - How does the facility accomplish this? The officer that has the inmates in their custody during count time will physically count the inmates and call the count into control.
 - Does this process ensure accountability and safe/secure operation of the facility?
Yes
- II-A-008 Inmate Population Management System:** Compliant - Files are kept on inmates housed at the jail. Inmates get processed at Concordia Correctional prior going to the jail.
- II-A-010 Admissions:** Compliant - Inmate property and personal belongings are searched upon arrival at the jail.
- II-A-012 Classification System:** Compliant
- Does this facility have any trustees that work outside the secure perimeter? Yes
- What is their classification process to determine who is eligible for trustee status?
The Warden from the Concordia Correctional will determine what inmates are eligible for trusty status to be sent to the jail. The Warden will review master prison record, criminal history, length of time being served, any possible pending charges, disciplinary record, and medical or mental health issues.
 - Does their classification process meet DPS&C, Corrections Services' criteria? Yes
- II-A-016 Photo Identification (MANDATORY):** Compliant - Inmates are issued photo IDs.

II-A-018

Inmate Drug Testing (MANDATORY): (List monthly since the previous BJC monitoring visit.)

Month/Year	# DOC Tested	Total DOC Pop	% Tested	# Positive
July 2023	3	3	100	0
August 2023	2	2	100	0
September 2023	4	4	100	0
October 2023	5	5	100	0
November 2023	5	5	100	0
December 2023	4	4	100	0
January 2024	4	4	100	0
February 2024	4	4	100	0
March 2024	4	4	100	0
April 2024	10	37	27	0
May 2024	10	27	37	0
June 2024	10	32	31	0
July 2024	12	32	37	0

II-A-019

Inmate Transfers: Compliant - A copy of approved inmate transfers is on file.

II-A-020

Cell Checks (MANDATORY): Compliant - Officers will make rounds at a minimum once per hour. There are cameras at the jail for monitoring inmates in housing units.

II-B-002-1

Use of Restraints for Pregnant Inmates: N/A - The jail does not house any pregnant females. Any pregnant females will be sent to DPS&C.

II-C-001

Procedures for Searches: Compliant - Searches of inmates, their personal property, and housing units are being done at the jail.

II-D-001

Key, Tool, and Utensil Control (MANDATORY): Compliant - Keys are in a secured area in control and signed out. There is no kitchen at the jail so no utensils to be on inventory. Maintenance tools are in a locked room and being signed in and out.

III-A-001

Rules and Discipline (MANDATORY): Compliant

- Does the facility's inmate orientation include the application process for applying for restoration of good time? Yes.
- What is their restoration of good time application process for the inmate population? The inmate can request an application form. Once completed the inmate will submit the application to the Warden for review. After the application is approved by the Warden then it will be submitted to DPS&C.
- Does their restoration of good time application process meet DPS&C, Corrections Services' criteria? Yes

IV-A-003

Food/Dietary Allowances (MANDATORY): Compliant - Food is prepared at Concordia Correctional Center and delivered to the jail. The dietician for the correctional center monitors food for correct dietary allowance and follows a cycle menu.

IV-A-006

Food Services Management (MANDATORY): Compliant - At least two of the meals served are hot meals. The correctional center has kitchen staff to ensure proper food management.

IV-B-001

Plumbing Fixtures – Toilets & Washbasins (MANDATORY): Compliant - Toilets and washbasins are in working order throughout the jail.

IV-B-002

Plumbing Fixtures – Showers (MANDATORY): Compliant - Showers are available and in working order with adequate hot water for inmate use. Hot water temperatures are checked.

Some peeling paint in showers and ceilings above showers. The jail has begun work on one shower and will continue to the next shower when the first is completed.

- IV-B-005 Personal Hygiene (MANDATORY):** Compliant - Hygiene items are issued as needed.
- IV-C-001 Access to Care/Clinical Services (MANDATORY)** (Does the facility charge a co-payment? If so, approved by DPS&C?): Compliant - No copays charged to inmates at the jail.
- IV-C-003 Provision of Treatment (MANDATORY):** Compliant - Dr. Huey Moak is the health authority for the Correctional Center. The jail uses the same health authority.
- IV-C-005 24 Hour Care (MANDATORY):** Compliant - The jail will send inmates that need after hour care to Trinity Medical Hospital.
- IV-C-006-1 Pregnancy Management (MANDATORY):** N/A - There are no pregnant females housed at the facility. Pregnant females will be sent to DPS&C.
- IV-C-008 Annual TB Testing:** Compliant - TB testing conducted annually.
- IV-C-009 Chronic Care Program (MANDATORY):** Compliant - The jail follows the chronic care policy from the correctional center. The jail does not house any chronic care inmates.
- IV-C-012 Access to Sick Call (MANDATORY):** Compliant - Inmates can request sick call 5 days a week by filling out a sick call request form or telling the officer on duty. The inmate will be taken to the correctional center where they will be seen by a nurse for medical treatment.
- IV-C-013 Infirmary Care:** N/A - There is no infirmary at the jail. The inmate will be taken to the correctional center where they will be seen by a nurse for medical treatment or a local hospital.
- IV-C-013-1 Medical Releases** (Medical Parole, Medical Treatment Furlough, and/or Compassionate Release): Compliant - There has been no medical releases from the jail
- IV-C-014 Suicide Prevention and Intervention (MANDATORY):** Compliant - Policy in place for suicide intervention. There are no inmates housed at the jail on suicide watches. An inmate will be sent to the correctional center if placed on any type watch. Komonica Collins LCSW reviews the policy.
- IV-C-015 Inmate Deaths (MANDATORY):** Compliant - No DOC inmate deaths occurred at the jail.
- IV-C-016 Notification:** Compliant- No inmates admitted to trauma or ICU for family to be notified.
- IV-D-001 Healthcare Quarterly Meetings (MANDATORY):** Compliant – Quarterly meetings being held at the correctional center.
- IV-D-004 Confidentiality of Health Information/Individual Health Record:** Compliant - All health information/medical records are kept confidential at the correctional center.
- IV-006-1 Emergency Assessment for Intoxication or Suspected Intoxication (MANDATORY):** Compliant - Employees are trained in the use of Narcan.
- IV-D-007 Internal Review/Quality Assurance (MANDATORY):** Compliant - The Health Authority will review policy and practices for compliance with standing orders.

IV-E-001	Alleged and Substantiated Sexual Assaults: Compliant - No alleged or substantiated sexual assaults reported. Staff receive training on PREA.		
V-A-004	Religious Programs: Compliant - Religious services are provided at the jail every other Thursday.		
V-A-005	Exercise & Recreation Access (MANDATORY): Compliant - Inmates have access to recreation daily.		
V-B-001	Programs and Services: Compliant - List all Certified Treatment Programs (Attach Form IS-B-8-b) Partners in Parenting - List all other Inmate Programs Church Services		
V-B-002	Educational Programming: N/A None at this time		
	GED Program		
	Number of GED Slots		0
	Number of Participants		0
	YTD Number of Completions		0
V-B-003	Substance Abuse Programs: N/A - No programs available at the jail.		
V-C-001	Releasing Inmates: Compliant - Inmates will be released from the jail and receive personal belongings.		
V-C-002	Regional Reentry Programs (Are inmates released with two valid forms of identification?): Compliant - Inmates are released with two forms of ID.		
V-C-004	Parole Board Procedures: Compliant - The Warden or designee will provide information to the Parole Board on inmates up for parole. Parole hearings are held at the correctional center. No DOC inmates up for parole in 2024 at the jail.		
VI-B-002	Grievance Process (MANDATORY): Compliant - Does the grievance process include at least two levels of review? Yes - Who is the designee at each level of review? 1st level Admin. Captain, 2nd level Warden - What is the specified time period for response at each level? 7 days, 14 days		
VII-A-002	Weapons Training: Compliant - Training is done annually. Will be in October 2024.		
VII-B-010	Monthly Reporting: Compliant - Monthly reports are submitted in a timely manner.		
VII-B-012	Proposed Expansions: Compliant - No proposed expansions at this time.		

STAFF COMMENTS/MORALE/GENERAL OBSERVATIONS:

Staff morale appears to be good and they seem to work good together. Staff is knowledgeable of job duties.

INMATE COMMENTS/MORALE/QUALITY OF LIFE:

Inmate morale and quality of life is good. Spoke to DOC inmates at the jail. There was no concerns or complaints voiced. Four male DOC trusty inmates work outside the jail around the shop and car wash area.

RECOMMENDATION:

At this time it is recommended that continued annual monitoring with a waiver be granted under BJJ guidelines.



Jeff Landry
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241

Inspection Report

Report # CB-23-045946-1

No Deficient/Cautionary Codes cited.



Chief Bryan J. Adams
FIRE MARSHAL

Location Information			
Inspection Type	Compliance Building Inspection		Inspection Date
Structure ID	8754	No. of Buildings	1
Capacity	48	Year Built	1976
Building/Trade Name	Address		
CONCORDIA PARISH JAIL	4001 CARTER STREET, VIDALIA, LA 71373		
Facility Code			
J1			
Construction Type			
Type IIIA / (211)			
Owner Information			
Owner Type	Name	Contact Phone	Contact Email
Municipal Project	MIKE BRESCHER	(318) 335-5231	MBRESCHER@CONCORDIASHERIFF.ORG
Address			
HIGHWAY 84 WEST, VIDALIA, LA 71373			
Tenant Information			
Name	Suite Number	Floor Number	Square Footage
Occupancy Details			
Occupancy Type	Details		
Institutional	INSTITUTIONAL BUILDING TYPE: GROUP I-3 (DETENTION/CORRECTION); DETENTION/CORRECTION FACILITY TYPE: CONDITION 4		
Comments			
No apparent deficiencies noted at time of inspection. In compliance. Max capacity: 45 Current capacity: 38			
Inspector Information			
Name: William Fritch	Badge Number: 784	Inspector Signature:	
Person to whom requirements were explained			
Name: Michael Brusher	Title: Warden	Signature:	

For questions regarding the contents of this report, please call:

(318) 767 8099

R. S. 40: 1621

Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 excepted, shall be fined not more than five hundred dollars or imprisoned, for more than six months or both. Each day's violation of an order constitutes a separate offense and may be punished as such at the discretion of court.



Jeff Landry
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241

Inspection Report

Report # CB-23-045948-1

No Deficient/Cautionary Codes cited.

L.R.S. 40:1577 APPEAL FROM ORDER



Chief Bryan J. Adams
FIRE MARSHAL

When an order is made by one of the deputies or representatives of the Fire Marshal, the owner or occupant of the building or premises may, within three days, appeal to the Fire Marshal. The Fire Marshal shall, within five days, review the order and advise the owner or occupant of his decision thereon. The owner or occupant may, within five days after the making of affirming of any such order of the Fire Marshal, file an application with the Board of Review.

RULES FOR APPEALING TO THE FIRE MARSHAL BOARD OF REVIEW

- I. Any application to the Board of Review shall contain the following basic information set off in organized fashion with captions indicating that the paragraph in question contains the following basic information.
 1. The name of the applicant.
 2. A brief description of the facts.
 3. A copy of the order of the Fire Marshal which is being appealed.
 4. A reference to the section of the law or code being reviewed.
 5. A brief description of why the applicant feels the requirements of the Fire Marshal is not within the Fire Marshal's authority, or brief description of why the interpretation of the Fire Marshal is incorrect or what specific relief is required by the applicant.
 6. A list of the individuals who will be appearing before the Board, and a brief description of the testimony or information they will be providing the Board.
 7. A list of all the documents which will be introduced or provided to the Board along with a brief description of the documents, and if possible, a copy of said documents.
 8. A list of each exhibit except for documents, and a brief description of the exhibit.
- II. Whenever possible, a notice of the meeting, date and place, and the agenda will be recorded in the Louisiana Register, however, whenever that is not possible, a copy of the meeting notice including the date, time and place, and agenda of the meeting of the Board will be published in the official notices of the official state journal; furthermore, a press release containing the same information will be mailed to the official journals of the cities of Shreveport, Monroe, Lafayette, Lake Charles, Alexandria, New Orleans, and Baton Rouge and any city or town in which the meeting of the Board is to be held if it is not one of the aforementioned major cities; and the same information shall be mailed to each individual who has notified the Fire Marshal of his desire to receive a notice of such appeal.
- III. A copy of the determination of the Board as prepared by the Chairman will be mailed to each individual who requests a copy of that specific determination as well as to the applicant.
- IV. The time delays for filing an appeal shall be those specified in R.S.40:1577 and 40:1578 1 D.



**STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH**

**Detention or Incarceration
Notice of Violations**

Routine/Renewal

Permit Number 15-01-224	Permit Name Concordia Parish Jail-224		
Name of Establishment Concordia Parish Jail-224		Owner Name CONCORDIA PARISH POLICE JURY	
Address 4001 Carter ST Vidalia, LA 71373		Date 05/21/2024	Time 11:55 AM

LAC TITLE 51 PART XVIII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.		
Category	Code Reference	Description of Violations
Building Requirement	101	6 - The ceilings are not in good repair. [Repeat]
Building Requirement	101	7 - There is peeling paint on the walls in the shower. [Repeat]

Comments:

mbrescher@concordiasheriff.org

Number Licensed For 40		Number in Attendance 40		License Anniversary 06/30/2023	
Sanitarian Name/Print Caleb Smith	Phone # 318-757-8632	Sanitarian Signature 		R.S. # 3033	
The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to					
Correct Critical Violations by			Correct Non-Critical Violations by		
			Signature of Recipient		
Name/Title Michael Brecher, warden					

STATE OF LOUISIANA DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH								
INSTITUTION REPORT								
Agency License No. N/A		Anniversary Month JUNE						
Name of Establishment CONCORDIA PARISH JAIL-224		Mailing Address						
Address 4001 CARTER ST								
City, state, Zip Code VIDALIA LA 71373								
Type of Facility JAILS 40 40								
Parish Concordia		Date Inspected 05/21/2024						
The above establishment has been inspected by a representative of this section, and: ☒ License is Recommended; ☐ License is Not Recommended; ☐ License is Pending Reinspection; from the standpoint of sanitation.								
		CALEB SMITH		<table border="1"> <tr> <td>3</td> <td>0</td> <td>3</td> <td>3</td> </tr> </table>	3	0	3	3
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Concordia Parish Sheriff's Office

Phone: 318-336-5231

Fax: 318-336-5021

4001 Carter Street, Room 7

Vidalia, LA 71373

Memo

DATE: 08 /30/2024
TO: BJG Auditors / File
FROM: Warden Michael Brescher
RE: Health Inspection Correction

Please be advised that due to the infractions on the health inspection report the Concordia Parish is currently repainting the shower area in Alpha and Bravo dorm. The painting is including the shower, walls, and ceiling of the shower area. The paint is a marine base paint which should help with the rusting of the shower area. The project is expected to be completed by 9/15/2024


Warden Michael Brescher

**CERTIFIED TREATMENT AND REHABILITATION PROGRAM
CERTIFICATION OF CONTINUED COMPLIANCE**

Facility: Concordia Parish Jail

Date: 8/30/24

Name of Program: Partners in Parenting

Date of Program Implementation: 2024

Primary Area of Service Provided:

- ☐ Education
- ☐ Job Skill Training
- ☐ Values Development and Faith Based Initiatives
- ☒ Treatment Programs
- ☐ Miscellaneous

Program has been certified by DPS&C? ☒ Yes ☐ No

Program application process is consistent with DPS&C existing assessment and classification system? ☒ Yes ☐ No

Has program curriculum changed during preceding 12 months? ☐ Yes ☒ No

Is there an objective method used to assess completion? ☒ Yes ☐ No

Detailed records are maintained on the following:

All offenders who apply.	☒ Yes	☐ No
Number of offenders accepted.	☒ Yes	☐ No
Number and type of services provided.	☒ Yes	☐ No
Offender's completion/termination from program.	☒ Yes	☐ No

Is there a formal graduation ceremony for those who complete the program? ☐ Yes ☒ No

The CTRP referenced above continues to meet necessary criteria to maintain its certification by the Department of Public Safety and Corrections.



Monitoring Team Member or BJJ Team Member/Leader

8/30/24
Date

Sexual Assault BJJ Pre Audit Questionnaire

JO-1-IV-E-001-a
08/10/2023

Facility Information

Name of Facility: Concordia Parish Prison

Physical Address: 4001 Carter St.

City Vidalia

State LA

Zip: 71373

Warden: Michael Brescher

Current Population of Facility:

Which population(s) does the facility hold? ☐ Females ☐ Males ☒ Both Females and Males

Number of staff currently employed by the facility who may have contact with inmates: 12

Number of contracts with contractors who may have contact with inmates: 3

Number of volunteers who have contact with inmates: 3

In housing units, does the facility maintain sight and sound separation between youthful (18 and under) inmates and adult inmates? N/A

Does the facility have a video monitoring system, electronic surveillance system, or other monitoring technology? Yes

Does the facility have medical and mental health services onsite? If no, provide offsite facility designated for services? No CFCFW & CFCF2

Facility Requirements

Attach example of practice

BJG Guideline: Unit must have a written policy outlining a zero tolerance policy for sexual abuse, assault, and harassment, to include the following provisions:

- Procedure for screening new hires relative to a history of sexual abuse convictions.
- Procedure for screening inmates for risk of sexual victimization/abusiveness.
- Training of staff, volunteers and inmates in the policy.
- Requirement for reporting resource to be posted in congregate setting areas (i.e. housing units and food services).
- The process for privately reporting sexual abuse, assault, and/or harassment incidents.
- Regular unannounced rounds by supervisors to monitor for sexual assault included in policy.
- Sight and sound separation between inmates under the age of 18 and inmates over the age of 18 or alternatively continuous supervision of these populations when they are together.
- A practice for announcing cross gender rounds in housing areas.
- Prohibition of cross-gender strip searches.
- Provision of privacy in bathroom and shower areas with visual barriers, shower curtains, etc.
- Resources that will be provided for disabled (hearing impaired, visually impaired, cognitive impaired and physical impaired) inmates to receive information regarding the reporting mechanisms for sexual assault
- Facility response plan to allegation of sexually abuse/assault, either at the facility or at another facility. This shall include notification/inquiry made to the facility where the alleged abuse occurred.
- Designation of hospital for inmate forensic exam upon claims of sexual assault.
- Provision of mental health services would be offered to a victim of sexual assault (either through appointment with local MH center, onsite practitioner, or volunteer).

BJG Guideline: Unit must report instances of sexual abuse, assault, and harassment, involving any DOC inmate to DPS&C Headquarters within 24 hours of the claim being made.

Offenders by maintaining a program of prevention, detection, response, reporting, investigating and tracking of all alleged and substantiated sexual assaults.

POLICY:

This policy establishes a zero tolerance standard for prison rape and sex-related offenses and attempts inside of all detention facilities under the control of the Concordia Parish Sheriff's Department, including Concordia Parish Correctional Facility (CPCF) Concordia Parish Correctional Facility for Women (CPCFW) and the Concordia Parish Prison (CPP). The Warden(s) and/or their designee(s) will make the prevention of prison rape a top priority at CPCF, CPCFW and CPP.

CPCF, CPCFW and CPP will have a zero tolerance for incidents of sexual assault, sexual misconduct or sexual coercion within its Facilities. This policy will include Staff Members, Volunteers, Contractors and Individuals of other Public and Private Agencies who enter any Facility to render a service. (§115.11)

There is a staffing plan in place (see CPCF III-014.01 R 01/2013 (BJG VI-A-003)) that provides for adequate levels of staffing and, where applicable, video monitoring, to protect offenders against sexual abuse. The staffing plan and annual updates shall be submitted to the Warden and the Department's PREA Coordinator. (§115.13(A)) (§ 115.62)

It is policy of CPCF, CPCFW and CPP to have supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and harassment. Unannounced rounds shall be carried out at varied times, (day shift and night shift), and it is prohibited for staff members to alert other staff members of the supervisory rounds as they occur. (§115.13(D))

(CPCF III - 016 R 07/2016)

It is the policy of CPCF, CPCFW and CPP to annually review and revise the operating budget for the facility. Supervisory personnel, including the PREA coordinator are expected to participate in preparing the facility budget. (§115.18)

1. The Warden shall review all budgetary requests submitted by supervisory personnel, checking them for accuracy.
2. The Warden shall compile or have compiled, a facility-wide budget request, including:
 - Funding for capital projects
 - Funding for program development or expansion
 - Anticipated additional staffing requirements.
 - Recommendations from PREA staff and Ranking security staff regarding the need for additional or upgraded video monitoring systems, electronic surveillance system, or other monitoring technology in order to protect offenders from sexual abuse.
3. The Warden shall ensure that budgetary requests comply with all policies and

procedures.

4. Upon approval of the budget requests submitted, the Warden will present the facility budget to the Sheriff for his approval. The Sheriff shall be the final authority on approving the operating budget.

APPLICABILITY:

This policy applies to all Corrections Personnel, other Law Enforcement Agency Personnel, Volunteers, and Contractors/Vendors who provide a service within the secure areas of CPCF, CPCFW and CPP. This includes any area where Offenders will be housed and/or during transports of Offenders who are in the custody of the CPCF, CPCFW and CPP.

DEFINITIONS:

Sexual Abuse – consists of Offender-on-Offender sexual abuse, Offender-on-Offender sexual harassment, Staff-on-Offender sexual abuse, and Staff-on-Offender sexual harassment.

Offender-on-Offender sexual abuse – encompasses all incidents of Offender-on-Offender sexually abusive contact and Offender-on-Offender sexually abusive penetration.

Offender-on-Offender sexually abusive contact – non-penetrative touching (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks without penetration by an Offender of another Offender without the latter's consent, or of an Offender who is coerced into sexual contact by threats of violence, or of an Offender who is unable to consent or refuse.

(CPCF III - 016 R 07/2016)

Offender-on-Offender sexually abusive penetration – penetration by an Offender of another Offender without the latter's consent, or of an Offender who is coerced into sexually abusive penetration by threats of violence, or of an Offender who is unable to consent or refuse. The sexual acts included are:

- Contact between the penis and the vagina or the anus;
- Contact between the mouth and the penis, vagina, or anus; or
- Penetration of the anal or genital opening of another person by a hand, finger, or other object.

Offender-on-Offender sexual harassment – repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, gestures or actions of a derogatory or offensive sexual nature by one Offender directed toward another.

Staff-on-Offender sexual abuse – encompasses all occurrences of Staff-on-Offender sexually abusive contact, Staff-on-Offender sexually abusive penetration, Staff-on-Offender indecent

POLICIES AND PROCEDURES

CONCORDIA PARISH CORRECTIONAL FACILITY

SHERIFF DAVID HEDRICK

BJG II-A-003
July, 2020

TITLE: CORRECTIONS DIVISION - JOB DESCRIPTION (CPCF I-002.28R 01/2013)

POSITION: PREA STAFF

GENERAL:

The PREA Staff (PREA Agency-Wide Coordinator and PREA Compliance Managers) work together to develop and maintain written policies related to Prison Rape Elimination Act (PREA).

SUPERVISION RECEIVED:

Under the supervision of the Warden and/or Chief of Security.

DUTIES AND RESPONSIBILITIES:

1. Updates PREA standards compliance plan as necessary.
2. Assists in writing directives to assure PREA compliance.
3. Prepares reports on existing facility operations, methods and procedures relating to PREA standards.
4. Collects and maintains statistical data.
5. Collects the appropriate reports to satisfy PREA requirements.
6. As a team, works all PREA reports and assures that each case is properly investigated.
7. Reports all necessary PREA allegations to the State PREA Coordinator as required.

QUALIFICATIONS:

1. Has obtained a high school diploma.
2. Has completed a basic correctional officers training program.
3. Has an understanding of federal, state and local minimum detention standards.
4. Has a minimum of two (2) years of experience in corrections.
5. Has received specialized training in Prison Rape Elimination Act (PREA) protocol, standards and policy.

Approved

Chris Groh
Warden
Concordia Parish Correctional Facility

CONCORDIA PARISH CORRECTIONAL FACILITY

SHERIFF DAVID HEDRICK

BJG II-A-003/ VII-C-001

July, 2020

TITLE: HIRING POLICIES AND HIRING AUTHORITY (CPCF I-002.31 R 01/2013)

POLICY:

All Correctional Facility personnel will be hired by the Sheriff of Concordia Parish.

PROCEDURE:

The Warden shall have at his disposal a chart showing all positions within the facility and whether the positions are filled or vacant. This chart will be updated continuously, with outdated copies retained for documentation that the overall vacancy rate among the staff positions authorized for working directly with offenders does not exceed 10 percent for an 18-month period.

PROCEDURE: GENERAL EMPLOYMENT REQUIREMENTS

1. Education: Must have at least a twelfth (12) grade education or equivalent.
2. Age: Must be at least eighteen (18) years of age.
3. Physical: Must successfully pass the physical examination and drug test as required by the Concordia Parish Correctional Facility.
4. Character: Must be free of any felony criminal record by conviction, possess a good driving record and be of good moral character.
5. Residence: Must be a registered voter of Concordia Parish, State of Louisiana.
6. Training: Must successfully complete the basic course of training as prescribed by CPCF policy.

PROCEDURE: HIRING AND PROMOTION DECISIONS (CPCF I-002.31 R 01/2013)

The facilities shall not hire or promote anyone who may have contact with offenders, and shall not enlist the services of any contractor who may have contact with offenders, who has engaged in sexual abuse in a jail, prison, lockup, community confinement facility, juvenile facility or other institution. The facilities shall either conduct criminal background records checks at least every

five years of current employees and contractors who may have contact with offenders or have in place a system for otherwise capturing such information for current employees. (§115.17)

The facility warden will contact human resources to review employee record and files including disciplinary and PREA questions before promotion of employee.

Approved

Chris Groh
Warden
Concordia Parish Correctional Facility

POLICIES AND PROCEDURES

CONCORDIA PARISH CORRECTIONAL FACILITY

SHERIFF DAVID HEDRICK

BJG VII-A-001

July, 2020

TITLE: STAFF TRAINING

(CPCF I-009.01 R 01/2013)

POLICY:

The Concordia Parish Correctional Facility will provide the training of staff personnel that complies with State and Federal detention standards and the requirements of the State of Louisiana. Staff training will include, at a minimum:

1. Orientation, prior to assuming a position or post.
2. P.O.S.T. Basic Correctional Officers School.
3. In-service training.
4. Any special training classes as required.

Staff training is essential for promoting professionalism in the field of corrections and to maintain consistent operational practices at the facility.

PROCEDURE: STAFF TRAINING, GENERAL:

1. The Warden will be informed of the requirements for training correctional personnel set forth by detention standards and state law.
2. The Warden, or his designee, will ensure that correctional training programs provided for correctional personnel comply with detention standards and state law.
3. The Warden will include funds in the facility's budget necessary to train correctional personnel as required by detention standards and the Laws of the State of Louisiana.
4. The Warden will use state, national and local resources in developing and providing staff training.
5. The Sheriff may grant administrative leave and reimbursement for personnel attending professional seminars and educational activities approved by the Warden.
6. The Warden, or his designee, will develop and maintain an in-service training program, including training in the Concordia Parish Correctional Facility Policies and Procedures, on an ongoing basis.
7. The Warden, or his designee, will maintain a program of orientation for new facility personnel.
8. The Warden, or his designee, will ensure that personnel records include complete, accurate and current training information.
9. The Warden, or his designee, will provide emergency procedure training to specified personnel as required.

5. The Warden, or his designee, will provide to all correctional officers training that will include the following;

- A. Security procedures;
- B. Hostage procedures, including staff roles and safety;
- C. Fire and emergency procedures
- D. Suicide precaution and signs of potential suicides;
- E. Use of force policy;
- F. Offender rules and regulations;
- G. CPR and first aid;
- H. Requirements of the Prison Rape Elimination Act (PREA);
- I. Employees whose duties are the care, custody, and control of offenders must complete the Peace Officers Standards and Training (POST) level 3 certification training program, which consists of the ACA core curriculum.

Approved:

Chris Groh
Warden
Concordia Parish Correctional Facility

NEW HIRE PREA ASSESSMENT

NAME: _____

FACILITY: _____

DATE: _____

1. PREA stands for Prison Rape Elimination Act
 - a. True
 - b. False
2. Sexual Harassment is defined as
 - a. Any unwanted sexual advances
 - b. Any unwanted comments
 - c. Any unwanted actions
 - d. All of the above
 - e. None of the above
3. A massage is a form of sexual harassment
 - a. True
 - b. False
4. Horseplay is NOT considered sexual harassment
 - a. True
 - b. False
5. Sexual abuse is generally physical contact often involving a person's genitals or genitals and an object.
 - a. True
 - b. False
6. An Inmate can have consensual sex with a staff member
 - a. True
 - b. False
7. A staff member is mandated to report sexual harassment and sexual abuse
 - a. True
 - b. False
8. Some sexual assault tactics are
 - a. Power
 - b. Protection
 - c. Contraband
 - d. Cigarettes
 - e. All of the above
 - f. Some of the above
 - g. None of the above

9. LGBTQ are the most vulnerable to assault and harassment
 - a. True
 - b. False
10. A change in routine can be a sign of a PREA case
 - a. True
 - b. False
11. Inmates will still report sexual violence when they do not feel safe
 - a. True
 - b. False
12. Some ways to report sexual assault or harassment is
 - a. Tell officer or supervisor
 - b. An anonymous slip
 - c. Have a family or friend report
 - d. A & C
 - e. B & D
 - f. A & C
 - g. A & D
 - h. None of the above
 - i. All of the above
13. It is required to segregate (separate or lock down) all inmates involved in the report
 - a. True
 - b. False
14. Fear of retaliation is one reason an inmate may not report a sexual assault
 - a. True
 - b. False
15. PREA gives inmates the right to connect with advocates outside of the prison system by phone or in person
 - a. True
 - b. False
16. It is acceptable for staff members to discuss a report with other in front of other offenders and with other staff
 - a. True
 - b. False
17. PREA does not contribute to the overall safety of the prison
 - a. True
 - b. False
18. PREA mandates how to deal with sexual assaults in the facilities
 - a. True
 - b. False

administrative finding that the offender engaged in offender-on-offender sexual abuse or following a criminal finding of guilt for offender-on-offender sexual abuse, and regulations that are used in PREA cases. These rules, regulations, and sanctions are located in CPCF III 008.04, as well as in the Offender Handbook.

Evidence Standard for Administrative Investigation (§ 115.72)

CPCF, CPCFW and CPP shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

Training, Education and Screening

A. Staff Member training:

1. All current Staff Members and new hire Employees will sign the Sexual Assault and Sexual Misconduct with Offenders Acknowledgement Form and the Malfeasance in Office Form and will receive a completion certificate after completing the 2 hour training upon hire. Both forms will be maintained in the Staff Member's personnel file. All Staff Members will receive instruction related to the prevention, detection, response, reporting and investigation of sexual assault and sexual misconduct. (§115.17)(§115.31) (§115.64)

- a. All new Employees will receive this training as part of their pre-employment orientation.

(CPCF III - 016 R 07/2016)

- b. All other Staff Members will receive refresher training as part of their annual in-service training.
2. Specialized training will be provided for Staff Members that may respond to or may be involved in investigating incidents of sexual assault and sexual misconduct. This training may include, but not be limited to: (§115.34)
 - a. Crime scene management.
 - b. Elimination of contamination.
 - c. Evidence collection protocol.
 - d. Crisis intervention.

3. All security staff shall be trained in how to conduct cross-gender pat-down searches, and searches of transgender and intersex offenders, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs. (§115.15)

B. Volunteer Training:(§115.32)

1. All Volunteers will receive instruction on the CPCF, CPCFW and/or CPP's Policy and Procedures relating to inappropriate sexual behavior, detection, response and reporting of sexual assault and sexual misconduct during pre-service orientation.
2. All Volunteers must sign the Civilian Acknowledgement Form stating they understand any violation will result in disbarment from the Facility and may include the filing of criminal charges as warranted.(§115.77)
3. All Civilian Acknowledgement Forms will be maintained in a file by the Supervisor of the area of responsibility the Volunteer will be working.

C. Offender PREA Orientation and Education:(§115.33)(§115.67)

1. All new in-coming Offenders will receive verbal and written information about sexual assault and sexual misconduct during their orientation during the booking process. This information will address the following:
 - a. Prevention.
 - b. Self-protection.
(CPCF III - 016 R 07/2016)
 - c. Reporting sexual assault and sexual misconduct, including third-party reporting.(§115.54)
 - d. Protection from retaliation.
 - e. CPCF, CPCFW and/or CPP will monitor the treatment of Offenders who report or cooperate with the investigation for at least 90 days, or longer if needed, following reporting or cooperation.
 - f. Treatment and counseling.
 - g. CPCF, CPCFW and/or CPP's zero tolerance for sexual assault and sexual misconduct.
2. Each Offender will receive one hour of annual training regarding sexual



CONCORDIA PARISH SHERIFF OFFICE

PREA HOTLINE

The Concordia Parish Sheriff's Office is committed to a zero-tolerance policy for incidents of prison rape and sex-related offenses within its correctional facilities. This policy includes all offenders, employees, contractors, and volunteers. You can report any sexual harassment, threats, assaults or victimizations to any supervisor or staff member by any means including written, verbal, or outside third-party.

All offenders have the ability to anonymously report non-emergency incidents of sexual harassment, sexual assaults, or sexual victimization through the FREE PREA CRIME STOPPERS Hotline.

PREA Hotline Number:

8855# OR 1-877-723-7867

KIOSK- PREA

All alleged Sexual Assaults will be investigated and addressed in a confidential manner.

**If you are a victim and would like to receive emotional support services, call the 24-hour National Sexual Assault Hotline at 1-800-656-HOPE.*

PREA COORDINATOR CAPTAIN M. BRESCHER 2323#





CONCORDIA PARISH SHERIFF OFFICE

LINEA DIRECTA PREA

La Oficina del Alguacil de la Parroquia de Concordia está comprometida con una política cero tolerancia para los incidentes de violación en prisión y delitos relacionados con el sexo dentro de sus instalaciones correccionales. Esta política incluye a todos los infractores, empleados, contratistas y voluntarios.

Puede denunciar cualquier acoso sexual, amenazas, agresiones o victimizaciones a cualquier supervisor o miembro del personal por cualquier medio, incluidos escritos, verbales o terceros externos.

Todos los delincuentes tienen la capacidad de denunciar de forma anónima incidentes de acoso sexual, agresiones sexuales o victimización sexual que no sean de emergencia a través de la línea directa GRATUITA de PREA.

Número de línea directa de PERA:

8855# OR 1-877-723-7867

QUIOSCO- PREA

Todas las supuestas agresiones sexuales serán investigadas y abordadas de manera confidencial.

* Si usted es una víctima y le gustaría recibir servicios de apoyo emocional, llame a la línea directa nacional de agresión sexual las 24 horas al 1-800-656-HOPE.

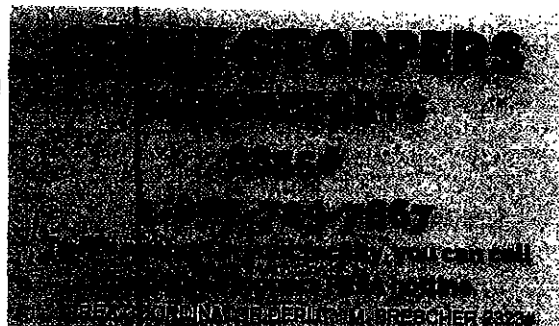
COORDINADOR DE PREA CAPTAIN M. BRESCHER 2323#



LaFASA

The Louisiana Foundation Against Sexual Assault offers emotional support to all survivors of sexual violence. If you are a survivor of sexual violence and are seeking support, write to:

LaFASA
Post Office Box 82458
Baton Rouge, LA 70884



If you need information about the effects of sexual assault, want emotional support, or have questions about the reporting process, you may write to LaFASA. LaFASA can also file a report for you if you want assistance.

screening and will notify the Classification Department so they can consider appropriate housing, including possible single cell housing for those Offenders confirmed/deemed HRSP and/or HRSV. (§115.42)

Screening and Assessing Offenders at CPCE, CPCFW and/or CPP

- A. Decisions concerning housing assignments, jobs and group activities for HRSP and HRSV Offenders will be the responsibility of the Classification Department and will be based on the checklist, file record review, prior behavior and current behavior.
 - 1. If a mental health evaluation is indicated, a referral will be made to the mental health professionals.
- B. After an Offender who has been identified as a potential HRSP and/or a potential HRSV has demonstrated successful adjustment to incarceration without any evident predatory or victim behaviors for a reasonable period of time of no less than one year, the Classification Department may change the HRSP and/or HRSV status.

Additional Screening and Assessing

- A. Any Offender who is recognized as displaying predatory behavior or the potential for becoming victimized will be referred to the Classification Department for appropriate evaluation utilizing the checklist and if indicated, a referral will be made to the mental health professionals for evaluation.

(CPCF III - 016 R 07/2016)

- B. Once an Offender is confirmed or deemed as HRSP and/or HRSV at any time during incarceration, the Offender will be evaluated by the Classification Department for appropriate housing.

Reporting Sexual Misconduct (§115.51)(§115.61)(§115.62)(§115.65)(§115.66)

- A. Allegations of sexual assault or sexual misconduct will be reported to the Warden and/or his designee immediately following the initial notification to the Captain of Security. Such allegations will be treated with discretion and confidentiality.
- B. Allegations of sexual assault or sexual misconduct may be reported to any Staff Member. The Staff Member who receives such reports; whether verbally or in writing, will immediately notify their Supervisor who will contact the PREA Coordinator, and initiate an Incident Report.

1. The Supervisor will immediately ensure the alleged victim and aggressor are physically separated.
 2. Offenders may also use the Administrative Remedy Procedure (ARP) as a means to report an alleged sexual assault or sexual misconduct. (§115.52) (For information regarding use of ARP, see Policy & Procedure CCPF III-015.01, Offender Grievances, P.R.E.A. Exception)
 3. In every case where the alleged aggressor is a Staff Member, there will be no contact between the alleged aggressor (Staff Member) and the alleged victim without the approval of the Warden and/or his designee.
 - a. Termination of employment by the alleged aggressor (Staff Member) will not be a basis for terminating an alleged sexual assault investigation or sexual misconduct allegation.
- C. Staff Members receiving the report and/or the appropriate Supervisor will advise the victim not to shower or otherwise hygienically clean or if the assault was oral, not to eat, drink, or brush the teeth or otherwise take any action that could damage or destroy physical evidence pending the completion of gathering evidence and/or the initial investigation.
- D. If the alleged assault has occurred within the previous 72 hours and evidence is obtainable or other circumstances dictate, arrangements will immediately be made to have the alleged victim escorted under appropriate security provisions to the Medical Department for evaluation.

(CCPF III - 016 R 07/2016)

1. Testing for sexually transmitted diseases (HIV, gonorrhea, hepatitis etc.) and other diseases as determined by the Medical Personnel will be made available to the alleged victim when appropriate.

Investigating Sexual Misconduct – within 72 hours of Incident (§115.21)(§115.65)(§115.66)(§115.82)

- A. Investigation of recent sexual assault or sexual misconduct occurring within 72 hours - if the alleged sexual assault or sexual misconduct is reported or discovered within 72 hours of the incident, the following steps will be taken by the PREA Coordinator or Designee:
1. The PREA Coordinator will be notified and an investigation will be initiated as directed.
 - a. Based upon the initial inquiry and/or evidence that the allegation

POLICIES AND PROCEDURES

CONCORDIA PARISH CORRECTIONAL FACILITY

SHERIFF DAVID HEDRICK

BJG II-A-013

July, 2020

TITLE: JUVENILE/YOUTHFUL OFFENDERS

(CPCF IV-002.01 R 02/2016)

POLICY:

The Concordia Parish Correctional Facility will house only those juveniles/youthful offenders who have been tried and convicted by the courts and directed by the courts to be housed within an adult facility.

PROCEDURE: JUVENILES CONVICTED AS ADULTS/YOUTHFUL OFFENDERS

Juvenile offenders who have been convicted and sentenced as adults will be processed in the same manner as adult offenders.

All attempts will be made to house juvenile/youthful offenders in dorms which have proven to be low-problem living areas.

PROCEDURE: PRE-TRIAL JUVENILE/YOUTHFUL OFFENDERS

Only juveniles who have been directed by a court within Concordia Parish to be held for a specific time will be housed at the Concordia Parish Correctional Facility, or until arrangements can be made for transfer to a juvenile facility.

Juveniles will be kept in the lockdown area only and kept separated from the adult offenders. As much sight and sound separation will be maintained as possible. Cell #1 shall be the designated holding cell for offenders 17 years of age and under, whether pre-trial or convicted status.

Approved:

Chris Groh
Warden
Concordia Parish Correctional Facility

POLICIES AND PROCEDURES

CONCORDIA PARISH CORRECTIONAL FACILITY

SHERIFF DAVID HEDRICK

BJG II-A-014

July, 2020

TITLE: HOUSING OF MALE AND FEMALE OFFENDERS

(CPCF III-001.01 R 04/2020)

POLICY: (SEE NEXT PAGE)

~~Female offenders shall be housed in a designated dormitory, and shall have no more than incidental sight, sound, or physical contact with male offenders through the use of common space or recreational facilities. Female offenders shall be housed with sight, sound and physical contact separation from male offenders in the shower area and sleeping quarters. Any other sight, sound or physical contact shall be minimized, brief and in conformance with applicable legal requirements, and under the direct supervision of staff.~~

➤ ~~Female offenders who are housed at Concordia Parish Correctional Facility shall be housed in a designated housing dormitory when staffing, operations, bed space and resources permit, except when:~~

◆ ~~A violent, predatory female offender poses an undue risk of harm to others within the housing unit; and/or~~

◆ ~~A qualified medical or mental health specialist documents that the female offender would benefit from placement in another facility other than Concordia Parish Correctional Facility.~~

○ ~~A written statement shall be prepared specifying the reason(s) for not housing the female offender at Concordia Parish Correctional Facility, and will include recommendation for transfer to another facility. The statement of reason(s) and transfer recommendation must be approved by the Warden or his designee.~~

➤ ~~Should conditions not permit the use of a designated housing dormitory to house female offenders separate from male offenders, the female offenders may be held in temporary housing within the lockdown/isolation area of the facility with sight, sound and physical contact separation from male offenders, under the direct supervision of staff.~~

➤ ~~Concordia Parish Correctional Facility shall make best efforts to avoid placing female offenders within the lockdown/isolation area of the facility to comply with PREA requirements for sight, sound and physical contact separation from male offenders.~~

➤ ~~Female offenders housed at the Concordia Parish Correctional Facility shall be permitted to participate as fully as possible in all facility activities. Direct staff supervision will be provided at all times.~~

- The Concordia Parish Correctional Facility employs female duty officers as Control Room Operators, where their assignment includes observation of offenders while they are in the dormitory areas. Personal activities, such as using the toilet, or taking showers are observed by these female officers only in the course of their job duties and do not entail and sexual connotations, abuse or harassment. Additionally, they do not have any direct contact with the offenders in the dormitories. In some cases, a female officer may have to enter the dormitory. If this happens, the female must announce that they are entering the dorm before entering.

**PROCEDURE: SEARCH OF TRANSGENDER OR INTERSEX OFFENDERS;
CROSS-GENDER PAT-DOWN SEARCHES.**

- The Concordia Parish Correctional Facility staff is prohibited from searching or physically examining a transgender or intersex offender for the sole purpose of determining the offender's genital status. If the offender's genital status is unknown, it may be determined during offender interviews, review of medical records, or, if necessary, by having a medical examination conducted in private by a medical practitioner.
- Corrections staff will receive training in how to conduct cross-gender pat-down searches, and searches of transgender and intersex offenders in exigent circumstances, in a professional and considerate manner.

Approved

Chris Groh
Warden
Concordia Parish Correctional Facility

account and a copy of the receipt will be given to the offender.

(CPCF II-005.01 R 03/2017)

4. The Warden, or his designee, will keep a record of all personal items provided to offenders in the offender's personal folder.

PROCEDURE: OFFENDER PERSONAL CLEANLINESS - MINIMUM STANDARDS

1. Offenders are required to shower a minimum of three (3) times weekly. Offenders will be allowed to shower more if they wish. (Daily showers are encouraged.)
2. Offenders acting as kitchen trustees will shower daily.
3. Offenders are required to wash hands and brush their teeth at least daily. Offenders will have access to toilets / hand washing facilities 24 hrs., 7 days a week.
4. Duty Correctional Officers on the day shift will inspect offenders daily to ensure that personal cleanliness is maintained according to minimum standards. This inspection will include examining offenders for head and body lice.
5. Offenders suspected of having head or body lice will immediately be referred by the duty correctional officer to the medical section for examination.
6. Duty Correctional Officers will implement disciplinary procedures against offenders who repeatedly refuse to keep themselves clean according to minimum standards.
7. Duty Correctional Officers will implement instructions from the medical section to prevent lice from spreading to other offenders.

NOTE: Facility MUST maintain a barrier between the shower/toilet area and the dorm/door.

PROCEDURE: OFFENDER CLOTHING AND LINEN EXCHANGE

1. Offender clothing and linen exchange will be implemented at 0900 hours on Wednesday and Sunday by the duty correctional officer.
2. Kitchen trustees will exchange their clothing daily.
3. Kitchen linen will be exchanged daily by the food service staff.
4. A clothing exchange will include:
 - a. One (1) offender uniform
 - b. Underclothes/socks

POLICIES AND PROCEDURES

CONCORDIA PARISH CORRECTIONAL FACILITY

SHERIFF DAVID HEDRICK

BJG VI-B-001

July, 2020

TITLE: OFFENDERS WITH DISABILITIES AND OFFENDERS WHO ARE LIMITED
ENGLISH PROFICIENT (CPCF III-011.02 R 01/2013)

PURPOSE: To establish the Concordia Parish Correctional Facility's commitment to compliance with the Americans with Disabilities Act as it pertains to services for offenders and to establish procedures regarding reasonable accommodations for those offenders.

POLICY: Appropriate steps shall be taken to ensure that offenders with disabilities (including, for example, offenders who are deaf or hard of hearing, those who are blind or have low vision, those who have intellectual, psychiatric or speech disabilities), have an equal opportunity to participate in or benefit from all aspects of the facility's efforts to prevent, detect and respond to sexual abuse and sexual harassment.

1. The facility shall take reasonable steps to ensure meaningful access to all aspects of the facility's efforts to prevent, detect and respond to sexual abuse and sexual harassment to offenders who are limited English proficient, including steps to provide interpreters who can interpret effectively, accurately and impartially, using any necessary specialized vocabulary.
2. Offender interpreters may be used to explain the policies and procedures for reporting; however, the facility shall not rely on offender interpreters, offender readers or other types of offender assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the offender's safety, the performance of first-response duties or the investigation of the offender's allegations.

Approved:

Chris Groh
Warden
Concordia Parish Correctional Facility

POLICIES AND PROCEDURES

CONCORDIA PARISH CORRECTIONAL FACILITY

SHERIFF DAVID HEDRICK

BJG VI-B-001

July, 2020

TITLE: ADMINISTRATIVE DECISIONS REGARDING OFFENDER RACE, RELIGION,
NATIONAL ORIGIN, SEX OR DISABILITIES (CPCF III-011.01 R 01/2013)

POLICY:

It is the policy of the Concordia Parish Correctional Facility to provide offenders with access to housing, programs and services regardless of their race, religion, national origin, sex, sexual orientation or disability to the extent possible within the context of the facility's fundamental mission to preserve the safety of the public, staff and offenders and consistent with other classification variables that may affect custody, housing and program assignments. Equal access to programs, services and activities will be provided to all offenders based up their classification.

- Access to housing, programs and services includes the initiation and provision of reasonable accommodations including, but not limited to facility modifications, assistive equipment and devices and interpreter services. However, such accommodation should not constitute a danger to the offender or others and should not create undue hardship on the facility or its employees.
- Staff who are aware of or have reason to believe that an offender has a disability for which he may need accommodation are required to advise supervisory or administrative personnel, who will evaluate the circumstance to determine if auxiliary aids and services and reasonable accommodations are required.

The Concordia Parish Correctional Facility does not discriminate against offenders regardless of offender's race, religion, national origin, sex, sexual orientation or disabilities.

All programs are posted in each dorm area visible to all offenders. If offenders desire to become involved in a program, offenders will make a request to the Warden, Chief of Security or his designee. Offenders will be allowed to enter programs based on availability and security considerations. PREA posters are prominently displayed throughout the facility.

Approved:

Chris Groh
Warden
Concordia Parish Correctional Facility

screening and will notify the Classification Department so they can consider appropriate housing, including possible single cell housing for those Offenders confirmed/deemed HRSP and/or HRSV. (§115.42)

Screening and Assessing Offenders at CPCF, CPCFW and/or CPP

- A. Decisions concerning housing assignments, jobs and group activities for HRSP and HRSV Offenders will be the responsibility of the Classification Department and will be based on the checklist, file record review, prior behavior and current behavior.
 - 1. If a mental health evaluation is indicated, a referral will be made to the mental health professionals.
- B. After an Offender who has been identified as a potential HRSP and/or a potential HRSV has demonstrated successful adjustment to incarceration without any evident predatory or victim behaviors for a reasonable period of time of no less than one year, the Classification Department may change the HRSP and/or HRSV status.

Additional Screening and Assessing

- A. Any Offender who is recognized as displaying predatory behavior or the potential for becoming victimized will be referred to the Classification Department for appropriate evaluation utilizing the checklist and if indicated, a referral will be made to the mental health professionals for evaluation.

(CPCF III - 016 R 07/2016)

- B. Once an Offender is confirmed or deemed as HRSP and/or HRSV at any time during incarceration, the Offender will be evaluated by the Classification Department for appropriate housing.

Reporting Sexual Misconduct (§115.51)(§115.61)(§115.62)(§115.65)(§115.66)

- A. Allegations of sexual assault or sexual misconduct will be reported to the Warden and/or his designee immediately following the initial notification to the Captain of Security. Such allegations will be treated with discretion and confidentiality.
- B. Allegations of sexual assault or sexual misconduct may be reported to any Staff Member. The Staff Member who receives such reports; whether verbally or in writing, will immediately notify their Supervisor who will contact the PREA Coordinator, and initiate an Incident Report.

1. The Supervisor will immediately ensure the alleged victim and aggressor are physically separated.
2. Offenders may also use the Administrative Remedy Procedure (ARP) as a means to report an alleged sexual assault or sexual misconduct. (§115.52) (For information regarding use of ARP, see Policy & Procedure CPCF III-015.01, Offender Grievances, P.R.E.A. Exception)
3. In every case where the alleged aggressor is a Staff Member, there will be no contact between the alleged aggressor (Staff Member) and the alleged victim without the approval of the Warden and/or his designee.
 - a. Termination of employment by the alleged aggressor (Staff Member) will not be a basis for terminating an alleged sexual assault investigation or sexual misconduct allegation.
- C. Staff Members receiving the report and/or the appropriate Supervisor will advise the victim not to shower or otherwise hygienically clean or if the assault was oral, not to eat, drink, or brush the teeth or otherwise take any action that could damage or destroy physical evidence pending the completion of gathering evidence and/or the initial investigation.
- D. If the alleged assault has occurred within the previous 72 hours and evidence is obtainable or other circumstances dictate, arrangements will immediately be made to have the alleged victim escorted under appropriate security provisions to the Medical Department for evaluation.

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- I. Testing for sexually transmitted diseases (HIV, gonorrhea, hepatitis etc.) and other diseases as determined by the Medical Personnel will be made available to the alleged victim when appropriate.

Investigating Sexual Misconduct – within 72 hours of Incident (§115.21)(§115.65)(§115.66)(§115.82)

- A. Investigation of recent sexual assault or sexual misconduct occurring within 72 hours - if the alleged sexual assault or sexual misconduct is reported or discovered within 72 hours of the incident, the following steps will be taken by the PREA Coordinator or Designee:
 1. The PREA Coordinator will be notified and an investigation will be initiated as directed.
 - a. Based upon the initial inquiry and/or evidence that the allegation

represents possible criminal activity, the PREA Coordinator or Designee will notify the Security Captain and the Concordia Parish Sheriff's Department Investigator.

- b. At the initiation of the investigation, alleged victim(s) and alleged aggressor(s) will be immediately separated.
2. In preparation for transporting the alleged victim to the Medical Department or Hospital Emergency Room, the victim will be instructed to undress over a clean sheet in order to collect any potential forensic evidence that may fall from their person.
 - a. The sheet, along with the victim's clothing, will be collected as evidence and placed in a paper bag with an appropriate chain of evidence form attached.
 - b. Appropriate substitute clothing will be provided to the victim.
3. The alleged victim will be promptly escorted under appropriate security conditions to the Medical Department for evaluation.
4. When the alleged victim is an Offender and is released from the Medical Department or the Hospital Emergency Room, the alleged victim will be segregated from the alleged aggressor, and screened by a Mental Health Professional when appropriate.
5. A determination will be made based upon the amount of time that has passed since the alleged incident occurred and the possibility of evidence still existing, as to whether the alleged aggressor, if known to be an Offender, should be placed in an empty cell; with the water turned off to preserve forensic evidence.

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 - a. An Offender who is placed in an empty cell for purposes of preserving forensic evidence will be strip-searched, issued a paper gown and will have all possessions removed.
 - b. No Offender placed in an empty cell will remain in such status any longer than is necessary to determine if any forensic or other evidence can be obtained.
6. A determination will be made based upon the amount of time that has passed since the alleged incident and other factors, whether there is a possibility of evidence still existing at the crime scene.

- a. If it is determined evidence may still exist, the alleged crime scene will be secured and any potential evidence will remain in place for the investigation.
 - b. If the alleged crime scene cannot be secured, it will be photographed and/or videotaped and proper evidence protocols followed.
7. The only persons allowed to enter a secured crime scene will be:
- a. Captain of Security.
 - b. PREA Coordinator.
 - c. Assigned Investigator(s).
 - d. Health Services Personnel, as needed.
8. A log sheet will be maintained to record the following:
- a. Name of each person entering the crime scene.
 - b. The time of entry and time of departure of each person.
9. The crime scene will remain secured until released by the Investigator(s).
10. Alleged aggressors who are Offenders will be held in Administrative Segregation pending an investigation and will remain there until the (CPCF III - 016 R 07/2016)
- investigation is complete, unless other circumstances require the transfer of the alleged aggressor.

Note: All PREA investigations will result in a formal Concordia Parish Sheriff's Office Incident Report being written including a Risk Management.

- B. The Concordia Parish Sheriff's Office will work with the Seventh Judicial District Attorney's Office to ensure appropriate criminal prosecution of cases of sexual assaults and/or sexual misconduct. (§115.22)(§115.71)
- C. Following an investigation, the Concordia Parish Sheriff's Office will inform the Offender as to whether the allegation was determined to be substantiated, unsubstantiated or unfounded.

Investigating Sexual Misconduct -- after 72 hours of Incident (§115.21)(§115.65)(§115.66)

- A. Investigation of sexual assault or sexual misconduct occurring more than 72 hours after the incident – if the alleged sexual assault or sexual misconduct is reported or discovered more than 72 hours after the incident, the following steps will be taken by the PREA Coordinator or Designee:
1. Secure the alleged crime scene if feasible, if forensic evidence is likely to exist.
 2. When the alleged victim is an Offender, they will be assigned to an appropriate Housing Unit away from the alleged aggressor.
 3. If the alleged aggressor is known to be an Offender, they will be placed in Administrative Segregation pending an investigation.
 4. Separate interviews of the alleged victim and the alleged aggressor will be conducted.
 5. Medical and mental health screening will be offered to all Victims of alleged sexual assaults and/or sexual misconduct.

Note: All PREA investigations will result in a formal Concordia Parish Sheriff's Office Incident Report being written including a Risk Management.

- B. The Concordia Parish Sheriff's Office will work with the Seventh Judicial District Attorney's Office to ensure appropriate criminal prosecution of cases of sexual assaults and/or sexual misconduct. (§115.22)(§115.71)
- C. Following an investigation, the Concordia Parish Sheriff's Office will inform the
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Offender as to whether the allegation was determined to be substantiated, unsubstantiated or unfounded.

CPCF, CPCFW and/or CPP will attempt to make available to the victim a victim advocate from a Rape Crisis Center, should the victim request it. If a Rape Crisis Center is not available, CPCF shall make available services performed by qualified staff personnel as a victim advocate. The staff members available as victim advocates include the Chaplain, Medical Personnel or counselors. All attempts to provide Rape Crisis Services shall be documented. All communications with the person assigned shall offer an appropriate level of confidentiality as required by law. (§115.53)

Services and Monitoring of HRSP and/or HRSV Identified Offenders (§115.35)(§ 115.81)(§ 115.83)

- A. If an Offender is confirmed or deemed as a HRSP and/or HRSV at the time of booking or any time thereafter, the Offender will be referred to a mental health Professional.